

NAVAJO COUNTY PERSONNEL CERTIFIED REPORT

Quarterly Certification of Duty Performance – Split-Funded

Employee: _____

Period of Certification: ☐ January 1 – March 31, 20____ ☐ July 1 – September 30, 20____
☐ April 1 – June 30, 20____ ☐ October 1 – December 31, 20____

In preparing this report, please note the following:

- The report must be based on an after-the-fact determination of the employee's actual activities (i.e., these cannot be estimated in advance). For example, the distribution of time might be determined based on notes from personal calendars and/or reasonable estimates of time spent on various activities.
- All of the employee's compensated time must be accounted for in this report. This would include time spent on grant activities as well as leave, administrative duties, etc. *Note: for non-exempt employees, grantees must also maintain records indicating the total number of hours worked each day in conformance with the Fair Labor Standards Act (29 CFR Part 516).*
- The report must be signed by the employee and a responsible supervisory official.
- Reports must coincide with one or more pay periods and be used to reconcile salary and fringe benefit costs to appropriate accounts on a regular (at least quarterly) basis.

<u>Activity</u>	<u>Distribution of Time</u>
Project Name: _____	_____ %
Project Name: _____	_____ %
Project Name: _____	_____ %
Project Name: _____	_____ %
Administrative: _____	_____ %
Leave	
Sick _____	_____ %
Annual _____	_____ %
Other _____	_____ %
TOTAL:	100%

Employee Signature

Date

Supervisor Signature

Date